



City of Edmonds, Washington SENIOR ACCOUNTANT #18-009

SALARY RANGE: \$74,648—\$100,035
annually, DOQ, plus excellent benefits package

Apply by: OPEN UNTIL FILLED
Next review of application materials:
Friday February 9, 2018 @ 4:30 p.m.

The City of Edmonds, Washington, is seeking an experienced accounting professional who will become an important member of the City's accounting team.

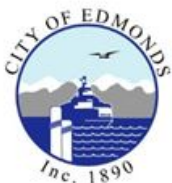
Accounting Department

This position will report to the Assistant Finance Director. In addition to this Senior Accountant position, the City's Accounting Department consists of 6 positions (2 accountants and 4 accounting specialists) under the supervision of the Assistant Finance Director, who in turn reports to the Finance Director.

City Budget and Services Provided

The City has a Council-Mayor form of government with a total annual budget of \$92.5 million (\$43.1 million general fund). The Mayor and seven City Council Members serve four-year terms. The Mayor serves as the full-time Chief Executive Officer.

The City provides a full complement of services to its citizens, including police, a municipal court, a community pool, a regional wastewater treatment facility, water, storm, and sewer utility services, along with many community events through our Parks, Recreation, and Cultural Services Department. Six department directors report directly to the Mayor and oversee approximately 230 full-time-equivalent employees.



Scott James, Finance Director
Dave Earling, Mayor
121 Fifth Ave. N., Edmonds, WA 98020
www.edmondswa.gov



WHY APPLY?

Located just 15 miles north of Seattle, Edmonds is a picturesque waterfront community situated on Puget Sound. This attractive but vibrant city is blessed with natural beauty, offers panoramic views of Puget Sound and the snow covered Olympic Mountains, and sits amid serene wooded areas. Edmonds enjoys beautiful neighborhoods with exceptional schools and is considered to be one of the most affluent cities in the State.

Edmonds is financially sound with a dedicated team of employees. The City is highly regarded in the community for the quality of services it provides. This is an excellent career opportunity for a talented public sector finance professional to make a difference in a well managed community that boasts one of the most vibrant, beautiful areas in the Pacific Northwest!

THE COMMUNITY

The City of Edmonds, population 41,840, is known for its art walks, downtown shopping area, restaurants, financial institutions, favorable property taxes, and top-notch schools. Edmonds' residents have a great sense of pride, history and a tradition of involvement. Downtown Edmonds is located near the waterfront offering an eclectic and delicious variety of fine dining for foodies. It is a destination for arts and culture where many art galleries, historic theater, walking tours and performing

arts venues signal that arts and culture are alive in Edmonds.

Stunning mountain views, sparkling Puget Sound, clean parks and lush woodlands; the natural beauty in and around Edmonds cannot be ignored. The City has more than 325 acres of parkland, more than 1,000 feet of waterfront shoreline, and 20,000 square feet of flower beds. Here you'll find all the ways to enjoy the parks, trails, and outdoor events that Edmonds has to offer.



THE CITY

The City of Edmonds was incorporated in 1890 and operates with a strong Mayor—Council form of government. Departments include Finance, Police, Development Services, Parks Recreation & Cultural Services, Public Works, Community Services & Economic Development. The City has approximately 230 full-time equivalent employees and a 2018 adopted budget of \$92,496,552.



THE POSITION

The Senior Accountant position is a key member of the Finance Department. This position will oversee project and grant accounting, and provide leadership, procedural support, and guidance to staff assigned to working on capital projects, grants, and capital assets.

Additionally, under the direction of the Assistant Finance Director, the Senior Accountant will work with other City departments to ensure the consistent application of accounting policies across all departments. Work duties will include the preparation of reports and responding to requests for information from City departments and outside agencies, and working on a variety of special projects related to maintaining capital asset records and accounting for capital projects, as assigned by the Assistant Finance Director or the Public Works Director.

Additional Key Elements of the Position

- * **Comprehensive Annual Financial Report (CAFR):** The Senior Accountant will participate in the preparation of the CAFR and the annual financial statement audit.
- * **Long-range Financial Planning:** The City will be developing its long-range financial plan during 2018 and the Senior Accountant will participate as a member of the planning committee.
- * **Annual Budget Development:** The Senior Accountant will participate in the development of the annual City budget.
- * **Attendance at Occasional Evening Meetings** may be required to participate in City Council meetings, Long Range Financial Planning committee meetings, or other similar meetings.

- * **Other Reporting Functions:** The Senior Accountant will oversee the preparation of the Schedule of Expenditures of Federal Awards, act as a financial advisor in the development of the Capital Improvement Program, and participate in utility rate studies, calculation, and analysis.

THE IDEAL CANDIDATE

The ideal candidate will be an accounting professional who has experience in project and grant accounting in a local government. The candidate will collaborate extensively with personnel responsible for tracking and monitoring multi-million dollar projects, and should have experience working with Public Works and an understanding of the accounting needs that are unique to a Public Works department.



The ideal candidate will have strong leadership and interpersonal skills and a collaborative work style, and will be a person who sees the importance of providing excellent customer service at all times.



EXPERIENCE AND EDUCATION

- Bachelor's Degree in Accounting, Finance, Business Administration or related field. *CPA license preferred.*
- Three years of progressively responsible accounting experience that includes experience with general ledgers, financial reports, recordkeeping, and budget preparation in a medium to large scale finance or accounting department, preferably in public sector accounting; and two years budgeting and accounting experience related to municipal utilities.
- Supervisory experience preferred.



COMPENSATION AND BENEFITS

**Salary Range: \$74,648—\$100,035
annually, DOQ, plus excellent benefits package including:**

- Employer-subsidized medical, dental and vision (employee pays 10% of premium cost).
- Municipal Employees' Benefit Trust (MEBT) in lieu of Social Security.
- Participation in the WA State Public Employee Retirement System (PERS).
- Employer-paid life insurance up to \$100,000.
- Three optional employee-paid, pre-tax 457 Deferred Compensation Choices.
- Optional employee-paid pre-tax FSA's for day-care, transit and medical expenses.
- Eight hours per month of sick leave accrual, 22 annual vacation days, 11 annual paid holidays.
- 24 hours of paid management leave per year.
- Free employee parking.

APPLY BY: Friday February 9, 2018 @ 4:30 p.m.
(Next review of application materials, Open until Filled)

All application materials should be submitted to:
<https://www.governmentjobs.com/careers/edmondswa>

**Please see our website for the complete job description/full job posting, and to apply.
All required application materials including the supplemental questionnaire may be
downloaded from our website at www.edmondswa.gov*

Application form, resume and cover letter (including current salary history). The City of Edmonds is an Equal Opportunity Employer.